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ABSTRACT

Opening with an introduction to the ERIC database, this guide provides a description of the organization and content of the SilverPlatter version of ERIC on CD-ROM. Citing examples of its uses, the guide explains the "Thesaurus of ERIC Descriptors," and provides a diagram of the computer keyboard used for searching ERIC using SilverPlatter. The "Getting Started" and "Searching in ERIC" sections lead the guide's user step by step through the search process, displaying depictions of the computer screen at several stages in the process, demonstrating useful features of the SilverPlatter software (e.g., the purposes of the function keys), and detailing the searcher's options at each stage. A short test search is included for the user, followed by an example of how the search might be completed. The step-by-step example can be used for comparison with the user's own search at each step. (20 figures) (SD)

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A BASIC GUIDE AND WORKBOOK FOR USING SILVERPLATTER'S ERIC ON CD-ROM

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BEFORE STARTING

Organization and Content of SilverPlatter's ERIC on CD-ROM

ERIC is an educational bibliographic database that contains reference information on journal articles from over 750 journals, cited in the Current Index to Journals in Education (CIJE), and documents, cited in Resources in Education (RIE). Each entry is called a record, and each record is divided into information fields. Each field begins with a two-letter abbreviation followed by a colon. Below is a listing of all the fields and what they represent. Those marked with asterisks are unsearchable fields, and those in bold type are limit fields.

AN:	**Accession Number**	**CP:**	**Country of Publication**
CHN:	**Clearinghouse Number**	**TA:**	**Target Audience**
AU:	Author	**LA:**	**Language**
TI:	Title	**GL:**	**Government Level**
CS:	Corporate Source	**PG:**	**Pagination**
SP:	Sponsoring Agency	DE:	Descriptors
RN:	**Report Number**	DEM:	Major Descriptors
CN:	**Contract/Grant Number(s)**	ID:	Identifiers
PY:	**Publication Year**	IDM:	Major Identifiers
JN:	Journal Citation	IS:	Issue of CIJE *
AV:	Availability *	AB:	Abstract
NT:	Descriptive Note	**LV:**	**Level of Availability**
PR:	EDRS Price *	**CH:**	**Clearinghouse**
DTN:	**Document Type Number**	**FI:**	**Source File (ED or EJ)**

The following is an example of a typical journal article found in ERIC on CD-ROM.

AN: EJ396569
CHN: EC220850
AU: Applegate,-Anthony-J.; Applegate,-Mary-DeKonty
TI: Principles for the Evaluation of Computer-Assisted Instruction in the Teaching of Reading and Language Arts.
PY: 1989
JN: Journal-of-Reading,-Writing,-and-Learning-Disabilities-International; v4 n3 p215-21 1988-89
DT: Journal Articles (080); Opinion Papers (120)
TA: Practitioners
LA: English
DE: Educational-Methods; Educational-Principles; Elementary-Secondary-Education; Instructional-Effectiveness; Media-Selection; Reading-Instruction
DE: *Computer-Assisted-Instruction; *Computer-Uses-in-Education;

*Instructional-Material-Evaluation; *Language-Arts; *Reading-Difficulties
IS: CIJFEB90
AB: Drawing on theoretical and practical sources, the paper develops four basic principles of teaching in the reading/language arts and discusses how these apply to the selection and effective use of computer assisted instruction (CAI). CAI is seen as an integral part of a broad based instructional program. (Author/DB)
CH: EC
FI: EJ
DTN: 080; 120

Organization and Content of the *Thesaurus of ERIC Descriptors* *

The Thesaurus of ERIC Descriptors contains an alphabetical listing of terms used for searching in the ERIC system. It consists of four parts--the Alphabetical Display, the Rotated Display, the Hierarchical Display, and the Descriptor Group Display. We will concern ourselves with the Alphabetical Display.

The main, word-by-word Alphabetical Display is the most familiar since it provides a variety of information for each Descriptor. This includes a Scope Note (SN), Add Date, Descriptor Group Code, Posting Notes, Used For (UF) and Use (USE) references, Narrower Terms (NT), Broader Terms (BT), and Related Terms (RT). Only Scope Note, Used For, Use, Narrower Terms, Broader Terms, and Related Terms will be discussed below.

SN (Scope Note)

A Scope Note is a brief statement of the intended usage of a Descriptor. It may be used to clarify an ambiguous term or to restrict the usage of a term.

NONFORMAL EDUCATION
SN Organized education without formal schooling or institutionalization in which knowledge, skills, and values are taught by relatives, peers, or other community members (note: do not confuse with "nonschool educational programs" or the identifier "informal education"

This scope note suggests another Descriptor or an Identifier that may be more appropriate.

UF (Used For)

The "UF" reference is employed generally to solve problems of synonymy occuring in natural language. They most often represent either 1. synonymous or variant forms of the main term, or 2. specific terms that, for purposes of storage and retrieval, are indexed under a more general term.

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The examples below illustrate both types of UFs:

MAINSTREAMING
UF Desegregation (Disabled Students)
Integration (Disabled Students)
Least Restrictive Environment (Disabled)
Regular Class Placement (1968 1978)

PHYSICAL DISABILITIES
UF Crippled Children (1968 1980)
Orthopedically Handicapped (1968 1980)
Physical Handicaps (1966 1980)

Sometimes a UF needs more than one Descriptor to represent it adequately. In such cases a pound sign (#) following the term signifies that two or more main terms are used in coordination. A footnote to this effect appears at the bottom of those pages where the pound sign appears.

USE

The USE reference, the mandatory reciprocal of the UF, refers a searcher from a nonusable term to the preferred term or terms.

In the examples below, there is only one USE term for each entry. This means that there is a direct correlation in the ERIC system from the UF to the USE term.

Continuous Learning (1968 1978)
USE LIFELONG LEARNING

Manpower
USE LABOR FORCE

A coordinate or multiple USE reference (the reciprocal of the UF# above) looks a little different. The following example illustrates the use of two main terms together to represent a single concept:

Folk Drama (1969 1980)
USE DRAMA; FOLK CULTURE

BT (Broader Term) and NT (Narrower Term)

The BT and NT notations are used to indicate the existence of a hierarchical relationship between a class and its subclasses. Narrower terms (terms following the NT notation) are included in the broader class represented by the main entry.

LIBRARIES
NT Academic Libraries
Branch Libraries
Depository Libraries
Public Libraries
Research Libraries
School Libraries
Special Libraries

The Broader Term (BT) is the mandatory reciprocal of the NT. Broader Terms (terms following the BT symbol) include as a subclass the concept represented by the main (narrower) term.

SCHOOL LIBRARIES
BT Libraries

RT (Related Term)

The terms following the RT notation have a close conceptual relationship to the main term, but not the direct class/subclass relationship described by BTs and NTs. Part-whole relationships, near synonyms, and other conceptually related terms, which might be helpful to the user, appear as RTs.

HIGH SCHOOL SENIORS
RT College Bound Students
Grade 12
High School Freshmen
High School Graduates
Noncollege Bound Students

The Keyboard

Below is the layout of the keyboard you will be using. The important keys are highlighted for your convenience. Return to this diagram whenever you are unsure about where the keys are.

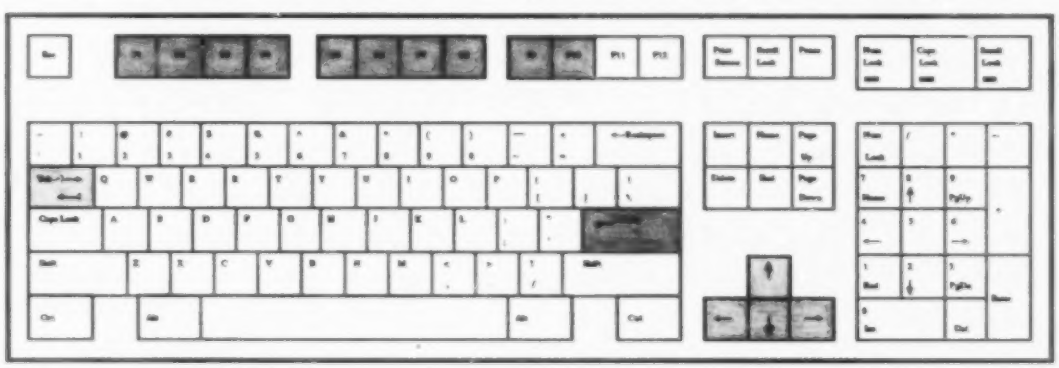

Figure 1. Keyboard Layout With Important Keys Highlighted.

The Keys

The following is a listing of what each of the above highlighted keys functions are:

GREEN: ENTER - Used to enter information for searches and option choices.

BLUE: Direction Keys - Used to move through database selections, records and option choices.

PINK: Function Keys - Used to access the various functions of ERIC.

F1 - HELP	Explains commands.
F2 - FIND	Searches for your topic in database.
F3 - GUIDE	Describes fields and the database.
F4 - SHOW	Displays retrieved records.
F5 - INDEX	Lists all indexed words available.
F6 - PRINT	Prints retrieved records.
F7 - RESTART	Begins or ends a session.
F8 - XCHANGE	Allows the exchange of ERIC discs.
F9 - PREVIOUS	Shows the previous record.
F10 - NEXT	Shows the next record.

System HELP [F1]

HELP is always available. To access HELP, press the [F1] key. This will access the HELP information for the function you are currently using. For example, if you are using the FIND [F2] function and require help, press HELP [F1] and HELP information pertaining to the FIND function will be accessed.

To access HELP information for a function other than the one you are currently using, press HELP [F1] and use the left [<--] or right [-->] arrow keys to highlight the HELP choices at the bottom of the screen. Highlight your choice and press ENTER.

To move through the HELP screens, use the [Page Up] and [Page Down] keys.

To return to the function you were using, highlight RESUME and press ENTER. You will return to the screen you were using before accessing HELP.

Should you require more help, please ask the Reference Librarian.

GETTING STARTED

The Database Selection Screen should be displayed.

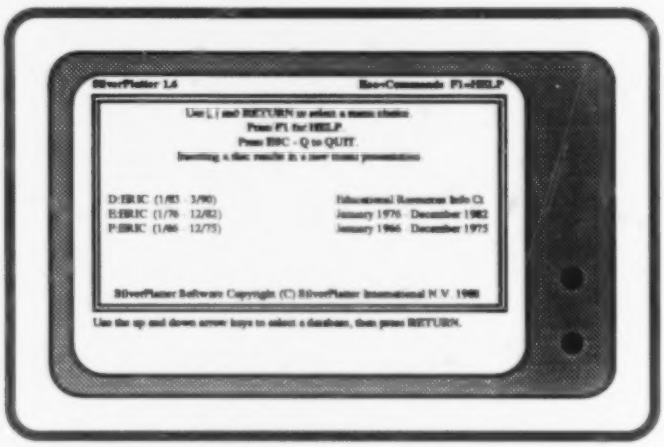

Figure 2. Database Selection Screen.

Note: The screens shown throughout this text will match the screens on your computer as you work through this guide.

If the Database Selection Screen is not displayed press RESTART [F7] to reset the terminal to this screen.

The Database Selection Screen displays all available ERIC compact discs. Each disc contains records from a range of years and is listed as a menu choice. To select a range of years, press the up [↑] or down [↓] arrow keys to highlight your choice, then press ENTER to access the database. For this learning session choose the most recent database--D: ERIC (1/83 - 3/90). Move the highlighter to D: and press ENTER. The Title Screen will now be displayed.

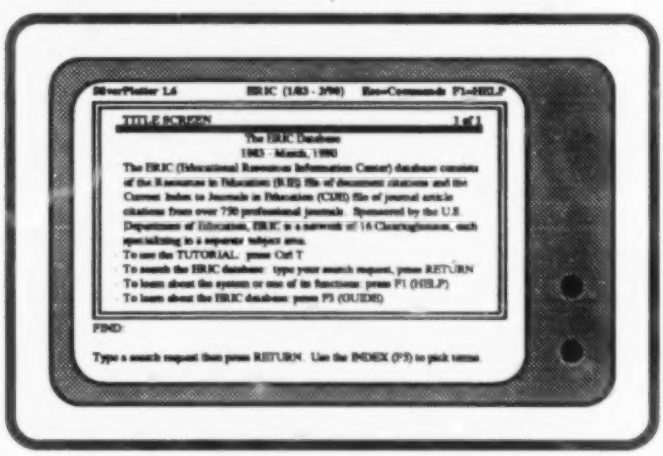

Figure 3. Title Screen.

SEARCHING IN ERIC

Step I

Compose a statement or question about the search topic. This statement should be short and to the point. Ours will be

How effective are computers in teaching English in elementary education?

Step II

Identify the separate components of the question:

1. effective
2. computers
3. teaching
4. English
5. elementary education

Step III

Using the Thesaurus of ERIC Descriptors, located next to the terminal, find terms that best express each component, or combination of components.

1. Effective - There is not specific descriptor listed for Effective in the Thesaurus, so to clarify the word better change the word to the noun form--**Effectiveness**.
2. Computers and Teaching - There is a specific descriptor listed for Computers. Looking through the Related Term (RT) listing for computers, we find the descriptor **Computer Assisted Instruction**. This combines Computers and Teaching, making the search shorter and more accurate.
3. English - Listed as a descriptor. Use **English**.
4. Elementary Education - Listed as a descriptor. Use **Elementary Education**.

Step IV

Combine the descriptors or elements of the search using the Boolean operators OR, AND, or NOT.

Use hyphens to keep phrases intact when searching, if not used the results of the search will differ. Computer Assisted Instruction is a phrase, and will be entered as Computer-Assisted-Instruction.

Type the following exactly as shown below and in Figure 4:

Effectiveness and Computer-Assisted-Instruction and English and Elementary -Education

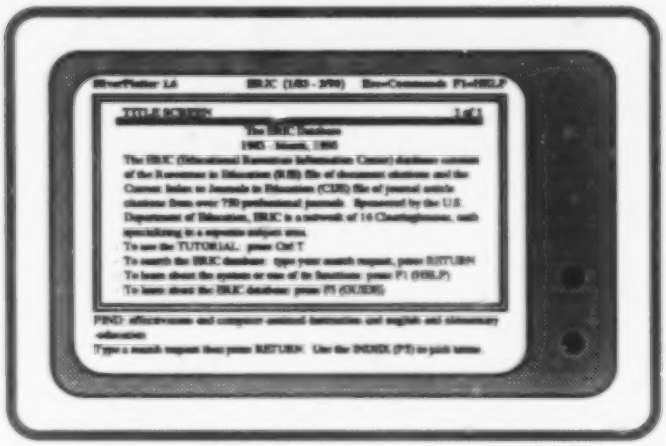

Figure 4. Title Screen with Search Elements Entered.

After entering the elements as shown, press ENTER. The screen will change to the Search History Screen. The progress and final results of your search will be displayed.

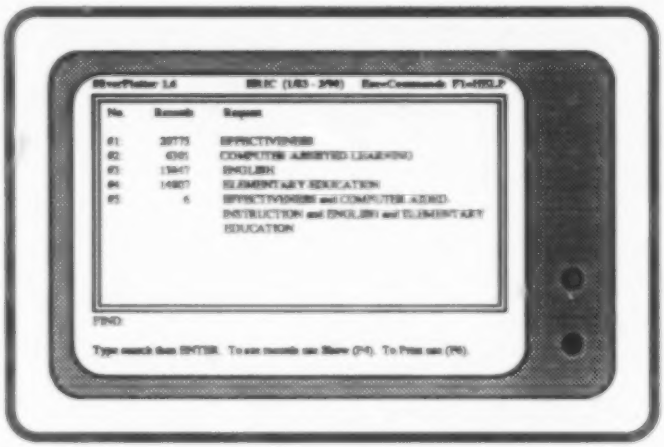

Figure 5. Search History Screen.

Note: To return to the Search History Screen at any time press FIND [F2].

Step V

Your search has resulted in six records related to the chosen topic being found. To view these records, press the SHOW [F4] key. The bottom of the screen will change, as shown in Figure 6,

to allow access to the SHOW options.

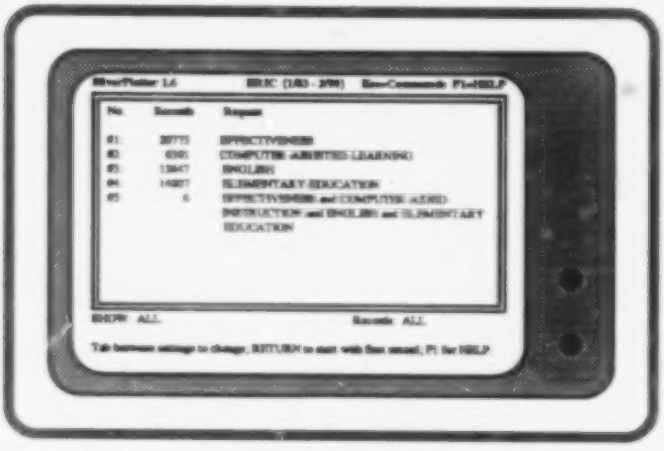

Figure 6. Search History Screen and SHOW Options.

At the bottom of the screen are choices to limit the fields of the records and number of records to be viewed. For this example we are not concerned with these choices--we want to view all fields of all records. To view all fields of all records press ENTER. The screen will change and the first of your records will be displayed. Take a few seconds to study the screen. Using the list of fields on page one, compare the field title to the information provided.

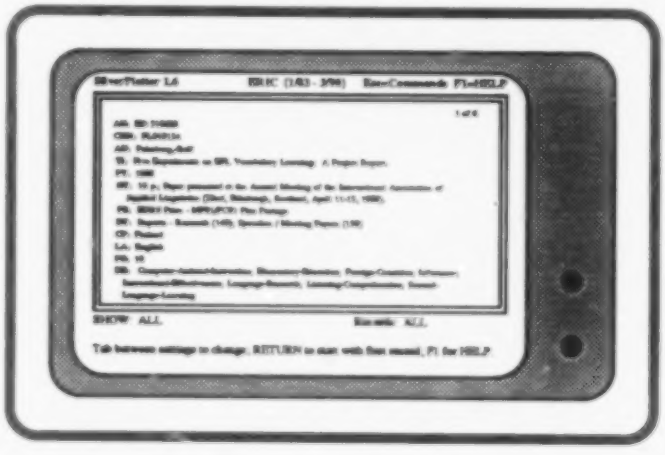

Figure 7. Records Screen.

To view the entire record you may be required to use the [Page Down] key. Press [Page Down] to view the second screen of the record. Take a few seconds to study the screen.

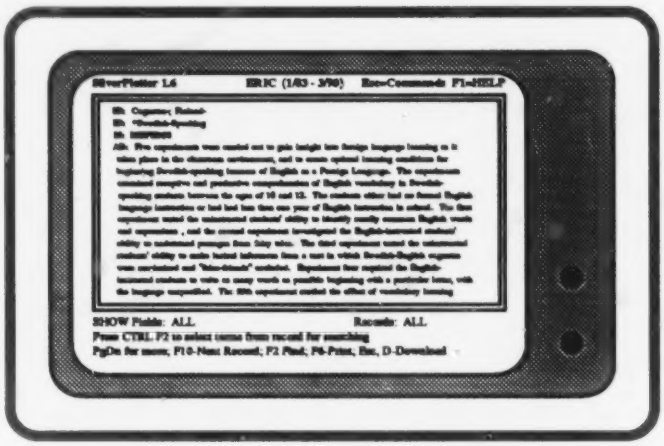

Figure 8. Records Screen After Paging Down Once.

As you can see, there is a third page to this record. Press [Page Down] again to view the rest of the record.

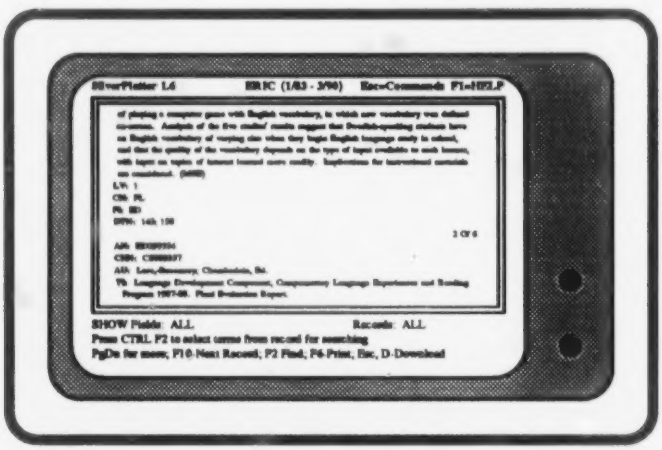

Figure 9. Records Screen After Paging Down Twice.

You may also use the Next Record [F10] or Previous Record [F9] key. By pressing these keys you will advance to the beginning of the next record or the beginning of the previous record. We want to move to the beginning of the next record. Since the beginning of record two is visible on the screen when you press Next Record [F10], you will advance to the beginning of record three. Go ahead and press [F10].

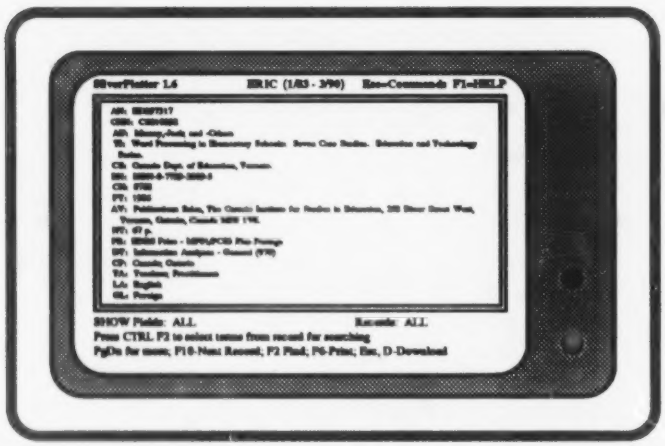

Figure 10. Records Screen After Pressing Next Record [F10].

Using both the Next Record [F10] key and the [Page Down] keys, advance to the end of record six. Take your time and study the screens as you move through them.

You will end up at the screen that is shown in Figure 11. At the very bottom line of the screen you should notice that the words "End of Display" are displayed to show that this is the end of the last record produced in your search.

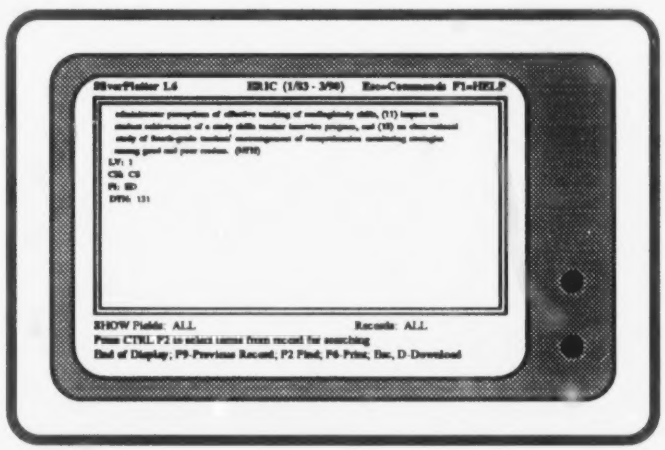

Figure 11. Records Screen At the End of Record Six.

Step VI

After viewing the records your search yielded, you may want to print some for future reference, or for searching for the article or document. To access the Print function, press the PRINT [F6] key. The bottom of the screen will change to display the PRINT Options.

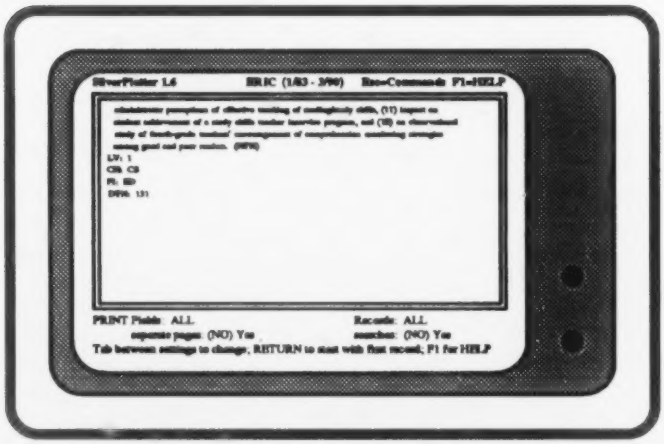

Figure 12. Records Screen and PRINT Options.

Notice that the fields and records options are again at the bottom of the screen. After the PRINT Fields option is the abbreviation CITN (citation). If you were to press ENTER right now, only the citation of each record would be printed. The citation includes only the following fields: AN, AU, TI, CS, PY, JN, NT, PR, and AV. We want to print the citation and abstract, so type CITN,AB over the existing CITN. Now, pressing the TAB key, move over to Records. We can press ENTER now and print the citation and abstract of all records, but in viewing the records we found that we only want to print records 2, 4, 5, and 6. To print only these records type 2, 4-6. The bottom of your screen should look like Figure 13.

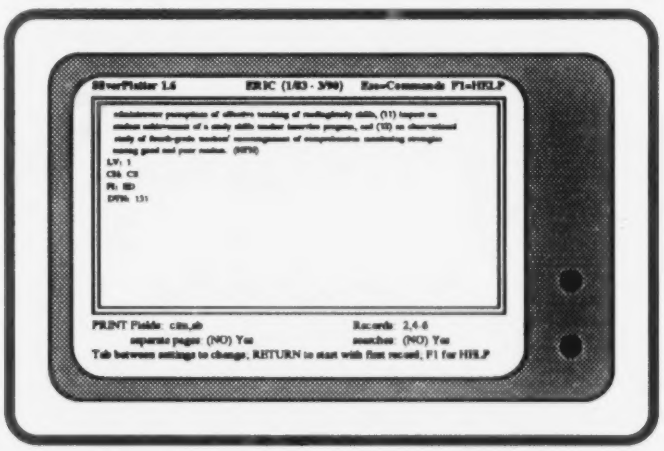

Figure 13. Record Screen and Completed PRINT Options.

After you have entered the above items, press ENTER. The records will now be printed.

When done printing, the screen returns to the Search History Screen shown previously in Figure 5.

Step VII

The last step involves finding the articles or documents that correspond to the records you have just printed. You need not search for these now, but if you were conducting your own search, this would be your last step.

Look at the Accession Number Field (AN:#) at the top of each record. If the number begins with the letters ED, the document can be found in the microforms room. Consult the Reference Librarian if you require help in locating the microforms room and/or the ERIC microfiche cabinets.

If the Accession Number begins with EJ, you must find the journal that the article appeared in. Look for the Journal Citation Field (JN:). When you have found the title listed in the field consult the Serials/Periodicals listings located at the Reference Desk. When you find the title in the listing, consult the Reference Librarian for help in locating the journal. If the journal title does not appear in the listing you may acquire the journal article through InterLibrary Loan. Consult the Reference Librarian for information regarding this service.

You have successfully completed your first ERIC search!

To review what you have learned please work through the following short application test.

Searchthe **most current disc** for records that will provide information on the following question:

How do librarians view censorship and the freedom to read in education?

Follow the steps we worked through before. **View all of the records** that are found and, when you reach END of DISPLAY, **print the following records: 1, 3, 5, 6, 7, and 9**.

A finished search for information regarding the above question can be found on the following pages. You may check it after you complete each step to compare to the progress of your own search.

Good luck!

Restart the system. Press RESTART [F7]

Choose disc D: from the Database Selection Screen.

Step I

How do librarians view censorship and the freedom to read in education?

Step II

Identify components:

1. librarians
2. censorship
3. freedom to read
4. education

Step III

Consult the Thesaurus of ERIC Descriptors to best express each topic. The following are the correct descriptors to use:

1. Librarians
2. Censorship
3. Intellectual Freedom
4. Education

Step IV

Combine the descriptors into a search phrase:

Librarians and Intellectual-Freedom and Censorship and Education

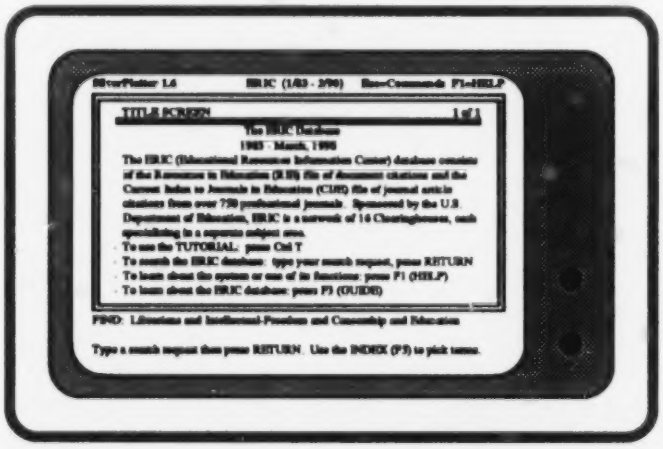

Figure 14. Title Screen with Search Elements Entered.

Press ENTER to view Search History Screen.

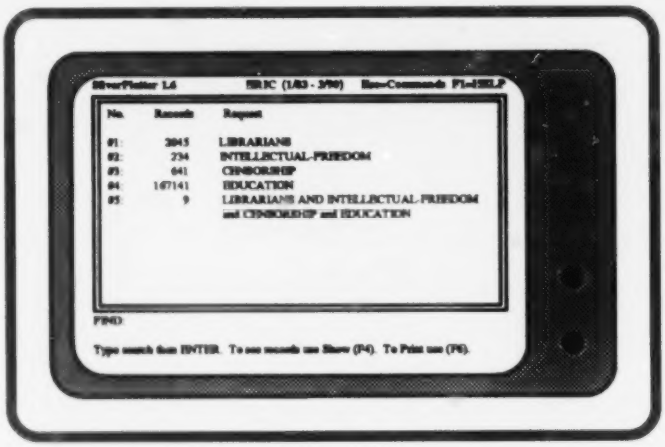

Figure 15. Search History Screen.

Press SHOW [F4] to view records. Press Return to view all records.

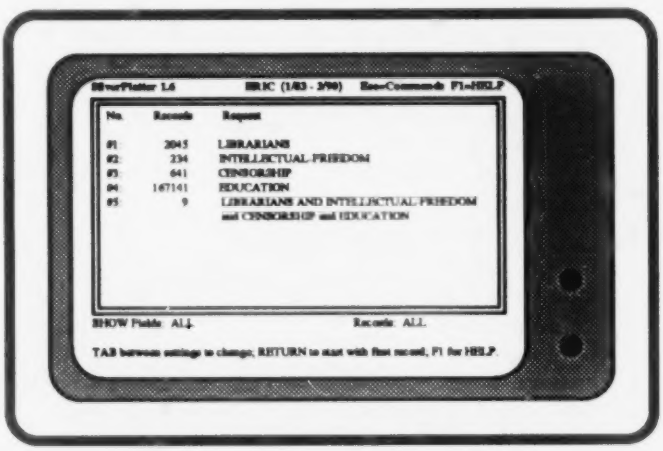

Figure 16. Search History and SHOW Options.

The first record is displayed on the screen.

SilverPlatter 1.6
ERIC (1/83 - 3/90)
Esc=Commands F1=HELP
1 of 9
SHOW Fields: ALL
Records: ALL
Press CTRL F2 to select terms from record for searching.
PgDn for more, F10-Next Record, F2-Find, F6-Print, Esc, D-Download.

Figure 17. Records Screen.

Use Next Record [F10], Previous Record [F9], [Page Down] or [Page Up] to view all of the records until END of DISPLAY is reached.

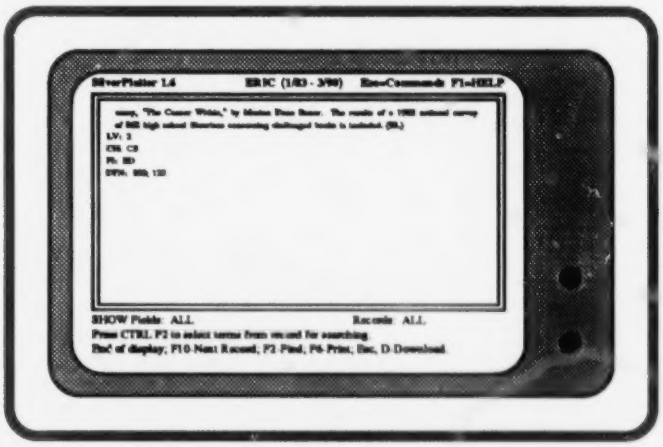
SilverPlatter 1.6
ERIC (1/83 - 3/90)
Esc=Commands F1=HELP
SHOW Fields: ALL
Records: ALL
Press CTRL F2 to select terms from record for searching.
End of display, F10-Next Record, F2-Find, F6-Print, Esc, D-Download.

Figure 18. Records Screen at the End of Record Nine.

Press PRINT [F6] to view PRINT options.

Figure 19. Records Screen and PRINT Screen.

Type CITN,AB to print the citation and the abstract, and then TAB to Records. Enter 1, 3-7, 9 to print only those records, and press ENTER to execute printing.

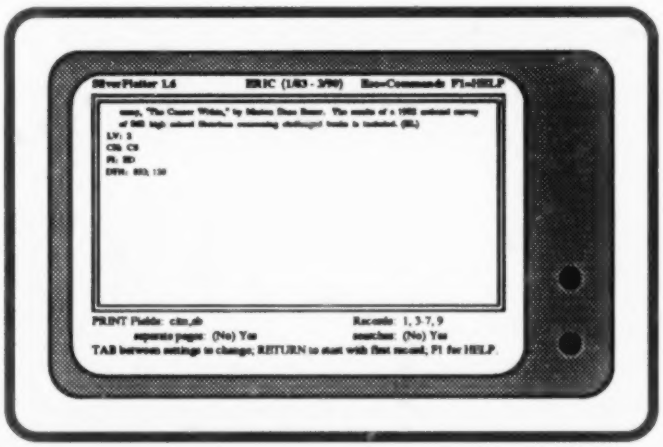

Figure 20. Records Screen and Completed PRINT Options.